

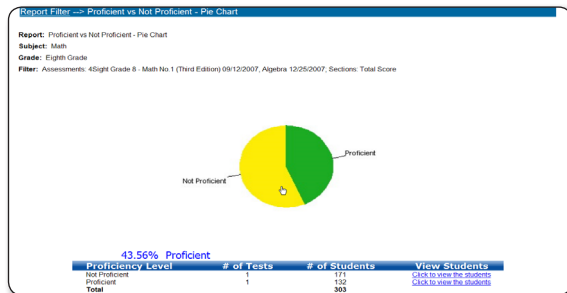
Building a Report

1. Select a report type (e.g. Proficient vs. Not Proficient - Pie Chart).
2. Under Filter Options, select the filter type. (e.g. Assessment Filter).
3. The Filter Criteria page appears.

Include	Item
<input type="checkbox"/>	JanD_Sample_MCOE 01/21/2009
<input type="checkbox"/>	4Sight Grade 8 - Math No.1 (Third Edition) 09/12/2007
<input type="checkbox"/>	4Sight Grade 8 - Math No.2 (Third Edition) 11/11/2007
<input type="checkbox"/>	4Sight Grade 8 - Math No.2 (Third Edition) - COPY BY DLYNCH 21/12 11/11/2007
<input type="checkbox"/>	4Sight Grade 8 - Math No.2 (Third Edition) - COPY BY Lynch, David 11/11/2007

4. Select the desired Subject, Grade Level, and School Year.
- Click the **Re-Display** button.
- Use the check box to select the item(s) to include in the report.
- Click the **OK** button or the **OK and Return** button.

Adding Students to Focus Groups



1. Click the chart/graph or the **View Students** link to explore the data.
2. Click a student name to view the student's data.

3. Use the check boxes to select students to put into a focus group.
- Existing focus groups are listed in the Focus Groups drop-down box. Select the desired focus group.
- Click the **Add the checked students to the selected Focus Group** link.

QUICK NOTE

To create a new focus group, type a name in the New Focus Group text box and click the **Create** button. Create a new book before selecting students to include.

Using Filters to Narrow a Report

1. In the Filter Options section, choose the desired filter.
- If choosing teachers or classes, use the drop-down box to filter for the correct teacher or class.

Include	Item
<input type="checkbox"/>	abuilding
<input type="checkbox"/>	abuilding2
<input type="checkbox"/>	Alt Ed Center 1
<input type="checkbox"/>	Alt Ed Center 2
<input type="checkbox"/>	Belmont High School
<input type="checkbox"/>	Charter Schools
<input type="checkbox"/>	County Tech Center

3. Select the item(s) to include.
- To add more filters, click the **OK** button or the **OK and Return** button.
- Click the **OK and Run** button to run the report.

Viewing the Student Detail Page

Include	Local	State	National	Score	Proficiency Level
11/2/2006	Math - Grade 7 - Qtr 1 - Math			Total - 7	Below Basic
11/1/2006	4Sight-2006-07 Grade 7 - Reading No. 2 - Reading and Writing			Total - 9	Below Basic
1/3/2007	4Sight-2006-07 Grade 7 - Math No.3 - Math			Total - 12	Below Basic
1/3/2007	4Sight-2006-07 Grade 7 - Reading No. 3 - Reading and Writing			Total - 8	Below Basic
1/19/2007	Math - Grade 7 - Qtr 2-R			Total - 15	Proficient

1. From the Student Detail page you can view data by clicking any underlined assessment or report.
- Clicking an assessment opens the assessment report.

Section	Instructional Content	Max Score	Original Score	Level
MT.A.2.2	Solve problems using ratios, proportions, percents and/or rates.	2	1	Basic
MT.A.2.1	Develop, use and/or describe measures of length, perimeter, circumference, area or volume.	5	2	Below Basic
MT.C.1.1	Define and/or apply basic properties of two- and three-dimensional geometric shapes.	6	5	Proficient
MT.C.1.2	Identify congruence and/or similarity in polygons.	4	4	Advanced
MT.D.1.1	Recognize, reproduce, extend and/or describe patterns, sequences and relationships.	3	3	Advanced
Total Score		20	15	Proficient

3. Click an assessment section to view performance levels and standards linked to the section.
- Click the **Return** link to go back to the student portfolio.

QUICK NOTE

View student reports by clicking any underlined report. Click the **Return** link to go back to the student detail page.

Standard Reports	
PROFICIENT VS. NOT PROFICIENT – PIE CHART This report displays proficient and not proficient students in a pie chart for assessment(s). Click on a proficiency level to see students in that proficiency level.	ASSESSMENT SCORES This report displays performance by section of the assessment with various sorting capabilities.
PROFICIENCY LEVEL – PIE CHART This report displays data using the same number of proficiency levels that your state assessment follows for a given assessment(s). Click on a proficiency level to see students in that proficiency level.	STANDARDS TESTING FREQUENCY This report displays the number of times a standard has been aligned for a given subject, grade, and year. This report does not show you the number of times a standard has been assessed.
STANDARDS – LEVEL 1 BAR CHART (TOP TIER OF THE STANDARDS) This report displays student performance data by Standard/Anchor/Indicator. Click on a particular bar to see how students performed on that Standard/Anchor/Indicator.	MASS PRINT STUDENT ASSESSMENT DETAIL (PDF) Creates one sheet per student detailing their performance on a given assessment.
STANDARDS – LEVEL 1 – PROFICIENCY DETAIL (TOP TIER OF THE STANDARDS) This report displays how students performed on a given standard in a table format.	CUMULATIVE PROGRESS (PDF) One sheet per student detailing their progress over time. This report will only run on an assessment that has multiple schedule dates.
STANDARDS – LEVEL 2 – BAR CHART (MID TIER OF THE STANDARDS) This report displays student performance data by Standard/Anchor. Click on a particular bar to see how students performed on that Standard/Anchor/Indicator.	PROGRESS REPORT CARD (PDF) This report displays progress by standard in a report card format.
COMPARATIVE REPORT – STANDARDS Compare multiple assessments across multiple years/grades on the same report. Users can mix national, state, and local assessments. Click on a particular bar to see how students performed on that Standard/Anchor/Indicator.	PROGRESS REPORT CARD SUMMARY (HTML) This report displays progress by standard in a report card format in HTML format
COMPARATIVE REPORT – PROFICIENCY LEVELS Compare proficiency levels for groups of students on multiple assessments across multiple years. Click on a proficiency bar to see students associated to that proficiency level.	ASSESSMENT SCORE MONITOR This report displays the number of sections that a student has grades for on selected assessments. This report could be used to determine cohort groups.
Item Level Reports*	
ASSESSMENT SUMMARY This report displays summary information about an assessment. A pie chart reflecting student performance on the assessment appears at the bottom.	ASSESSMENT STUDENT RESULTS (PDF) This report creates one sheet per student detailing their performance on a given assessment. It will display how the student did question by question, including question text and student answers. The report is displayed in PDF format.
QUESTION SUMMARY This report displays information question by question. The bar graph in each question will show what percentage of the students answered a given question correctly.	ASSESSMENT STUDENT RESULTS W/O ANSWERS (PDF) This report creates one sheet per student detailing their performance on a given assessment and displays student performance question by question (including question text). The report is displayed in PDF format.
STANDARDS ANALYSIS This report displays results by standard and question with the ability to compare your success rate (class, building, or group) to the entire district on a given assessment.	DRILL DOWN THRU STRANDS TO QUESTIONS This report displays student results by standard, comparing a filtered class to the district average.
ITEM ANALYSIS This report displays results question by question also showing how many students answer with each possible response.	DRILL DOWN THRU BUILDINGS TO STRANDS This report displays class results within a district.
STUDENT SUMMARY This report displays results for all students that took the assessment in order of how they scored.	*Item Level reports are available with an Assessment Builder subscription.